

Specialist - SHA-Provincial-Procurement Contracts (9001445)

Position #: 9001445 (V48662)

Requestion #141665

Expected Start Date: November 16, 2026

Union: OOS

Facility: Saskatchewan Health Authority

City/Town: TBD

Department: Procurement Contracts

Type: Permanent Full-time

FTE: 1

Shift Information: Days

Hours of Work:37.5 hours/week

Relief: No

Float: No

Field Hours: No

Salary or Pay Band: As per Terms and Conditions of Employment

Travel Required: Yes

Human Resources Exemption: No

Posting end date: November 4, 2026

Job Description: The Procurement System Support Specialist is responsible for contributing to the development and daily operations of the Administrative Information Management System (AIMS) project, specifically for the requisitioning and procurement modules. The Specialist supports the system through the development and execution of procurement operational and business plans; including cascading, monitoring, reporting, and course correction of same. The Specialist demonstrates strong leadership to enable an innovative and positive working climate and a client-centric culture. The Specialist must work cross functionally within the portfolio and across the organization to support operations. The Specialist will develop partnerships and work closely with system and community partners.

Experience

- 3-5 years' experience working in a complex, multi-stakeholder environment
- Leader who has developed planning and programs in multi-stakeholder environment

Education

- Supply Chain Management Professional certificate (SCMP)
- Business Administration diploma (DBA)
- Bachelor of Business Administration (BBA)

Licenses

- Valid Class 5 driver's license

Other Education and Training

- Licensed, and in good standing, with regulatory body, if applicable
- Undergraduate degree or an equivalent combination of education and experience

Competencies

- Analytical skills
- Communication skills
- Interpersonal skills
- Financial skills
- Capability to transform systems: Encourage and support innovation
- Mobilizes people, inspires and leads by example
- Critical thinking skills

Knowledge and Abilities

- Ability to articulate mission, vision and strategy and charts a path forward.
- Knowledge in applicable human resource functions and disciplines
- Knowledge in the Truth and Reconciliation Commission Calls to Action
- Promotes innovation, guides change and is committed to continuous improvement
- Ability to lead and coach others
- Committed to delivering on patient and family centered care
- Commitment to quality, safety, and improvement striving towards zero harm
- Exemplifies ethical practices, professionalism and personal integrity
- Knowledge of the Saskatchewan health care system
- Proven ability to collaborate and partner with a wide variety of stakeholders
- Knowledge of diverse, culturally safe and representative workforce
- Knowledge in First Nation and Metis history in Saskatchewan
- Knowledge of legislation and applicable laws
- Has demonstrated strong critical thinking, financial and analytical skills

Other Information

- Travel within Saskatchewan

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